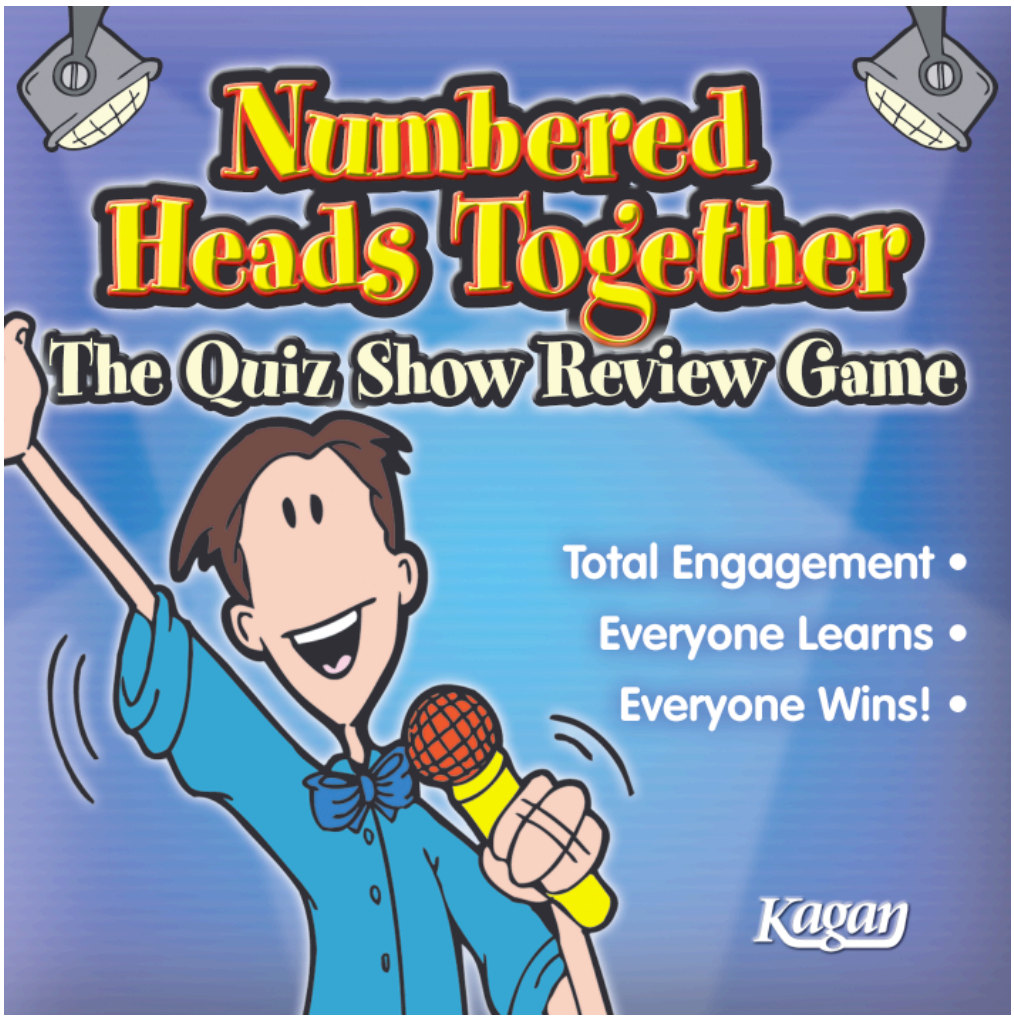
Numbered Heads Together
The Quiz Show Review Game

User's Manual



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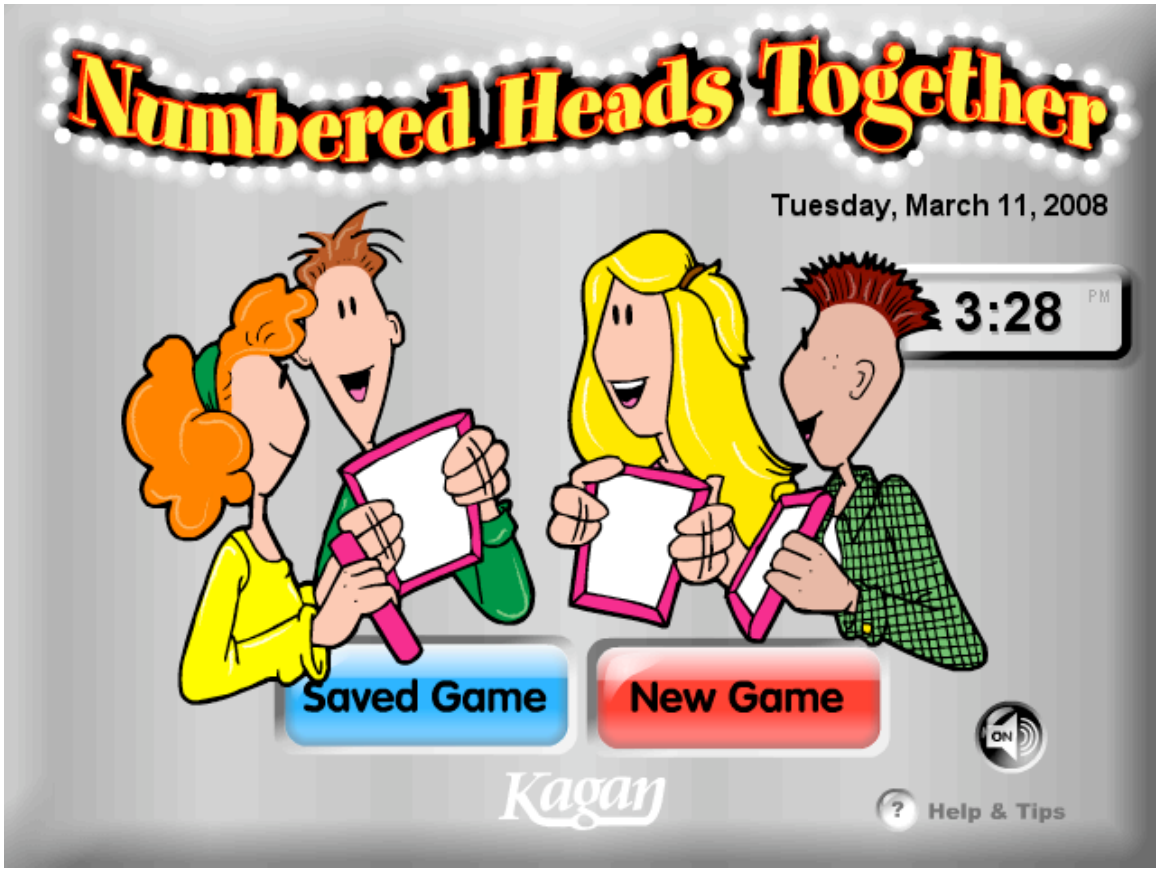


GAME OVERVIEW

This Numbered Heads Together software turns any set of questions into a fun, interactive learning game for the entire class.

Game Setup: Enter a set of questions. Connect your computer to a projector, television monitor(s), or an interactive whiteboard so all students can see the game.

Classroom Setup: Seat students in small teams from two to five students per team, preferably four students per team. Have each student on each team number off (1–4 for teams of 4; 1–3 for teams of 3 …). Students each need something to write on and something to write with. Individual response boards or slates work best, but paper and pen or pencil will do fine.

Numbered Heads Together Steps

The game leads your class through a series of steps designed to promote learning through cooperation, active participation, and individual accountability. Here are the steps for each randomly-selected question:

1. **Think Time.** Everyone thinks how to answer the question. No talking.
2. **Write Answer.** Everyone privately writes his/her own answer on his/her own sheet of paper or response board.
3. **Heads Together.** Teammates put their heads together and share their answers. They reach consensus on a team answer and discuss and teach if necessary so every knows the answer or knows how to solve the problem.
4. **Who Answers?** Using the game's Student Selector spinner, one student on each team is selected. All selected students stand, ready to answer independently. They may no longer consult with teammates.
5. **Answer Question.** The teacher decides how to have students answer the question. Here are some options:
    - Standing students all show their response boards.
    - Teacher calls on one standing student to share answer aloud.
    - Teacher calls on multiple standing students to share.
    - Students use response cards or fingers for True/False or Multiple Choice questions.
    - Teacher has the selected team representative solve a similar problem.

GENERAL NOTES

These instructions are also included in the Help section of Numbered Heads Together software. This is your print-friendly version.

Navigation

• **Main Menu Screen:** On the Main Menu, you may create a New Game, open a Saved Game, turn the music on and off, and access the Help and Tips.
• **Return to Main Menu:** Click the Home button in upper right hand corner to return to the Main Menu from any screen.

Computer Time, Date, & Sounds

• **Time & Date:** The time and date on the Main Menu is based on your computer's time and date. To adjust the time and date, adjust the time and date on your computer.
• **Volume:** To disable or adjust volume, use your computer's sound settings.
• **Theme Music:** To toggle the theme music on and off, click the speaker icon in the lower right corner of the Main Menu. This button turns the theme music on or off for the entire game.

Scale Numbered Heads Together

• **Scale:** To scale the Numbered Heads Together window, click and drag the bottom right scale handle.
• **Full Screen:** To view Numbered Heads Together as a full screen, select View > Full Screen
(Shortcut keys for PC: Control + F; for Mac: Command + F)
• **Exit Full Screen:** To exit Full Screen, press the ESC key or repeat the Full Screen shortcut keys.

Stored Question Data: Technical Note

The questions you enter and save are all stored on a small preferences file on your computer. This file is linked to the game application by the name and location of the application on your computer. If you rename the application, move it on your computer, or move it to another computer, you will break the link and it will appear like your games are lost. **To avoid breaking the link, do not rename or move the application once you install it on your computer.**

If you break the link, you may restore your questions by restoring the application to it's original location and/or name. If you want to move the application on your computer or to a new computer, follow these steps to replace the new questions file with your original file:

1) Open the new application and save one game with one question. (This will create a new saved game file that you will replace with your original file.)
2) Perform a find on your computer (on both computers if moving to a new computer) for the file, "numbered_heads.sol". You will find two files: your original set of questions, and the new set.
3) Replace the new file with your original questions file by moving the original file to the same location on your computer.

QUICKSTART TUTORIAL

Below is a quick Numbered Heads Together overview and tutorial. Follow these simple steps to overview all the features of the game.

Create a New Game

1. Click New Game.
2. Highlight "Enter Question 1 Here" and type in a new question.
3. Highlight "Enter Question 2 Here" and type in a new question.
4. Highlight "Enter Question 3 Here" and type in a new question.
5. Click the Up arrow next to the word "Questions" in the very top upper left corner three times so the Questions box shows "3." The first three questions are now on and the rest are turned off.

You have now made a new game with three questions.

Save Your New Game

6. Click the Save button in the upper right corner.
7. Highlight "untitled" and name your new game "Tutorial."
8. Click on the first slot (1) to save "Tutorial" to slot 1.

You have now saved the Tutorial game.

Open Your Saved Game

9. Click the Main Menu button in the upper right corner to return to the Main Menu.
10. Click Saved Game.
11. Click "Tutorial" in slot 1. (Do not click the red Deleted button or you will permanently delete the game.)
12. Click Play in the upper right corner.

The Tutorial game is now ready to play.

Play Your Saved Game

13. Click the green Next button. The game randomly selects a question.
14. Click the green Next button to cycle through the steps of the game.
    1) Think Time, 2) Write Answer, 3) Heads Together …
15. When the game reaches "Who Answers?" press the Spin button to spin the Student Selector. This is how you pick a student on each team to share.
16. Click the green Next button to reach the last step, "Answer Question."
17. Click the green Next button to return to the Game screen.
18. Click the green Next button to select the next question.

Congratulations! You're now ready to create and play your own games. Keep following this tutorial to preview the Advanced Features. Or refer to the Instructions section for more details.

Advanced Features Tutorial

Preview Questions

1. Click the Main Menu button to return to the Main Menu.
2. Click Saved Game.
3. Click "Tutorial" in slot 1.
4. Click the Preview button in the upper right corner. You can preview how each question will look when you play the game. You can type over the question and make corrections in the Preview mode.
5. Click the forward arrow to preview the next question. You can even enter a new question in Preview mode by clicking the forward arrow until you reach a blank question. Click in the box, then type in your new question.
6. Click the OK button when you are done previewing your questions.
7. Click the Save button to save your changes.

Import Questions

To import questions, you must have a set of questions in a text file that you may copy and paste into the game.

1. Click the Main Menu button to return to the Main Menu.
2. Click New Game.
3. Click the Import/Export button in the upper right corner.
4. Open the "question_template.txt" file (provided on the CD-ROM) in a text editing program. (If you are in Full Screen mode, you need to exit Full Screen so you can find the question template file on your computer. Do not try to open the file from within the game.)
5. Highlight to select all the questions from the question template and copy them.
6. Return to the game and select all the existing text in the import/export box. Paste the new questions over the existing text.
7. Click OK.

You are now ready to save or play your imported game.

Export Questions

If you would like access the questions of a saved game in text format, you may do so by clicking the Import/Export button, copying the text, and pasting it into a text file.

INSTRUCTIONS

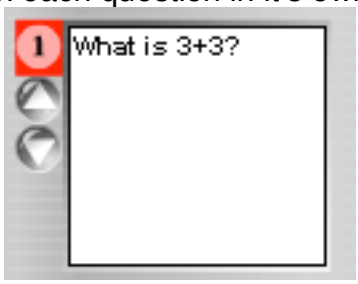
To Create a New Game

• **Create New Game:** From the Main Menu, click on the New Game button.

• **Enter Questions:** You may play with up to 20 questions per game. You have the option of entering as few as 1 question. There are three ways to enter your questions:
1) Type in Questions, 2) Enter Questions in Preview, or 3) Import Questions. Each method is described below.

To Type In Questions

Type in each question in it's own question box. For example:

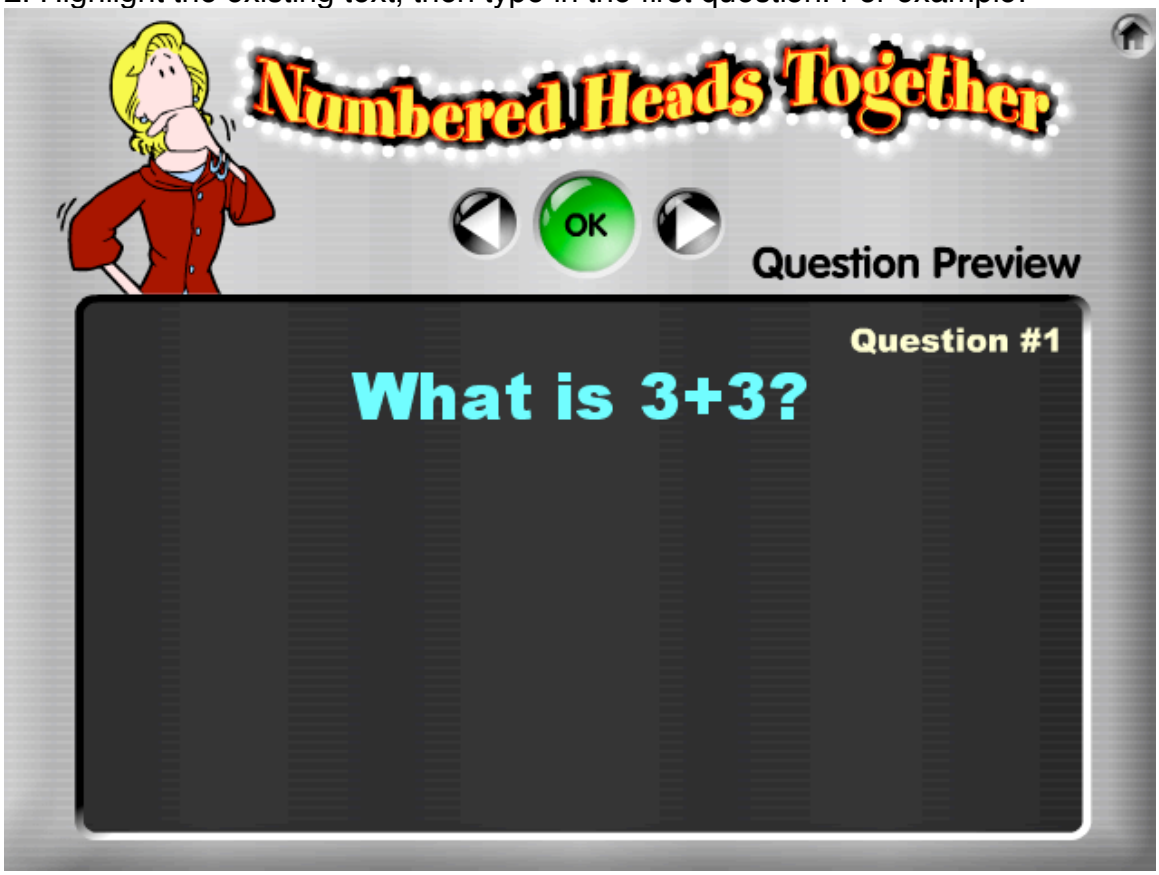


If you have a long question, you may use the up and down arrows under the question number to scroll through the question. You may also scroll through the question text by highlighting the question and moving your mouse down (to scroll down) or up (to scroll up) while the question is selected.

To Enter Questions in Preview

1. Click the Preview button.

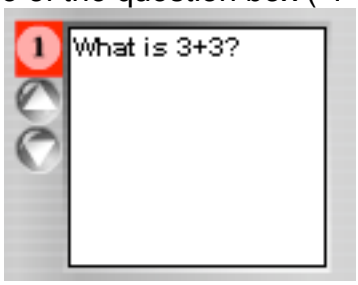
2. Highlight the existing text, then type in the first question. For example:



3. Use the right Arrow button to enter the next question.

4. Press OK after entering all questions.

Preview Tip: To preview a specific question, click the question number on the left side of the question box ("1" in the red box for the sample below).



To Import Questions

1. Click the Import/Export button.

2. Highlight the text and paste in questions from a text file.

Numbered Heads Together
Import & Export
To Import: Copy your questions from a text file and paste them here.
Use two returns after each question.
To Export: Copy the questions below and paste them into a text file.
Enter Question 6 Here
Enter Question 7 Here
Enter Question 8 Here
Enter Question 9 Here
Enter Question 10 Here
Enter Question 11 Here
Enter Question 12 Here
Enter Question 13 Here
Enter Question 14 Here
Enter Question 15 Here
Enter Question 16 Here
Enter Question 17 Here
Enter Question 18 Here
Enter Question 19 Here
Enter Question 20 Here
OK

Important Note: There must be two carriage returns after each question to properly import your questions. For example:

OK	Not OK
What is 3+3? What is the longest bone in the human body?	What is 3+3? What is the longest bone in the human body?

A single return within a question is fine (and may help the appearance of the question in the question box), but do not include two carriage returns within a single question or it will be recognized as two separate questions:

OK	Not OK
What is 3+3?	What is 3+3?

Question Template: A sample question template text file named "question_template.txt" is provided on the CD-ROM for reference.

To Select How Many Questions to Play

Use the Up and Down Arrow buttons to select how many questions you would like to play. For example, if you enter 10 questions, set Questions to 10. Also, you have the option of playing with fewer questions than you entered for the game. For example, if you entered 20 questions, but only want to play using the first 10 questions, use the Arrow buttons to select 10 questions. The first 10 questions will be used for the game and the last 10 will be turned off.

If you Import questions or use Preview to enter questions, the game will automatically detect how many questions you have. You can always add more (up to 20 questions) or use fewer questions by using the up or down arrow.

When you save your game, all the questions entered will be saved regardless of the number of questions you select, so entered questions are not lost.

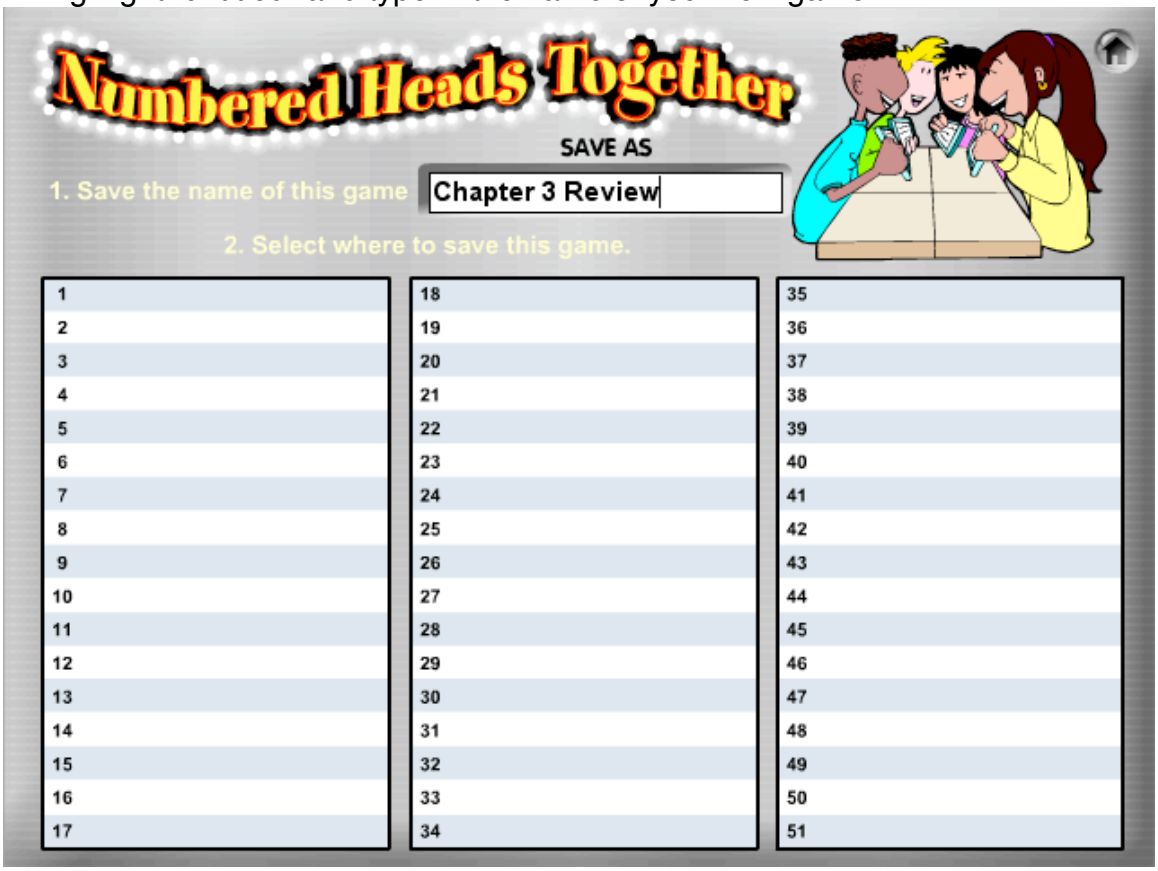
To Play Without Saving

After entering questions, you may play the game immediately without saving by clicking the Play button in the upper right corner. **If you want to save your questions, you must do so prior to playing.**

To Save a New Game

1. Click the Save button in the upper right corner.

2. Highlight “untitled” and type in the name of your new game.



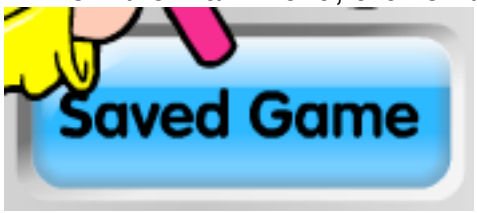
3. Click on the slot where you want to save the game. There are 51 slots available and you may save up to 51 games.

Note: If you click on a slot that already has a saved game, your new game will overwrite the previously-saved game.

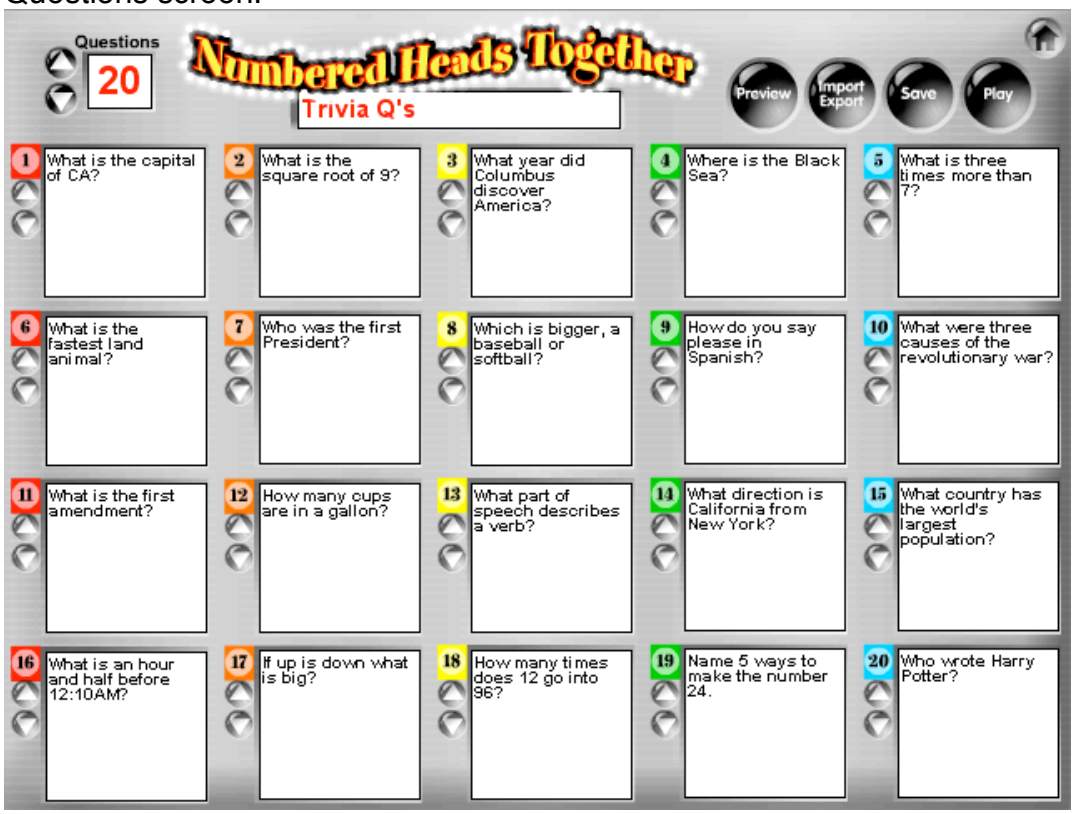
Oops Message: If you try to save a game before you enter any questions, you will receive a message asking you to enter questions before you save your game. You will also receive this message if you try to play a game before you enter questions.

To Open a Saved Game to Edit or Play

1. From the Main Menu, click on the Saved Game button.



2. Click a previously-saved game. This will open your game and bring you to the Questions screen.


Questions
20
Numbered Heads Together
Trivia Q's
Preview
Import Export
Save
Play
1 What is the capital of CA?
2 What is the square root of 9?
3 What year did Columbus discover America?
4 Where is the Black Sea?
5 What is three times more than 7?
6 What is the fastest land animal?
7 Who was the first President?
8 Which is bigger, a baseball or softball?
9 How do you say please in Spanish?
10 What were three causes of the revolutionary war?
11 What is the first amendment?
12 How many cups are in a gallon?
13 What part of speech describes a verb?
14 What direction is California from New York?
15 What country has the world's largest population?
16 What is an hour and half before 12:10AM?
17 If up is down what is big?
18 How many times does 12 go into 96?
19 Name 5 ways to make the number 24.
20 Who wrote Harry Potter?

To Play the Game

Click the Play button to begin play.

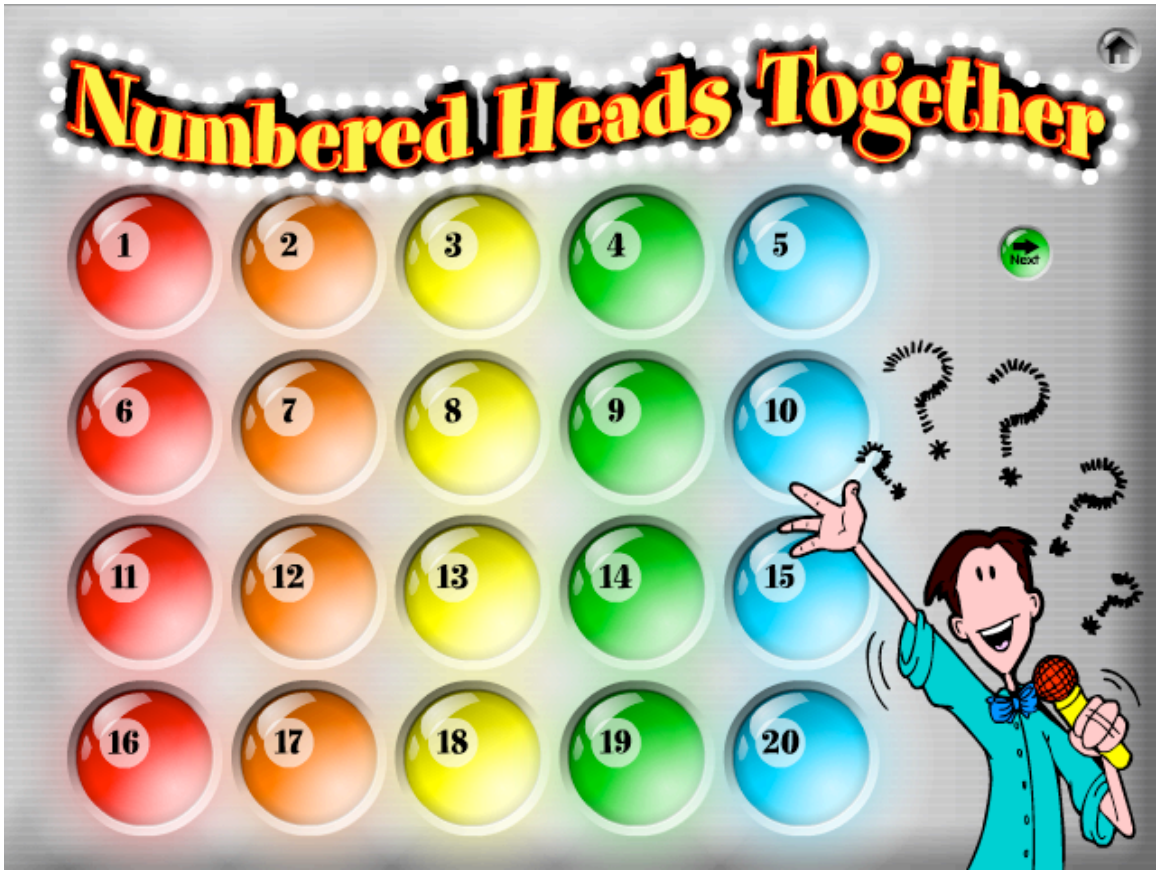
To Edit the Game

There are three ways to make changes to your questions: 1) Change text in boxes, 2) Make changes in Preview mode, or 3) Make changes in Import mode. Click the Save button in the upper right corner to save your changes. The button will make a beep sound to confirm the changes have been saved.

To Play a Saved Game

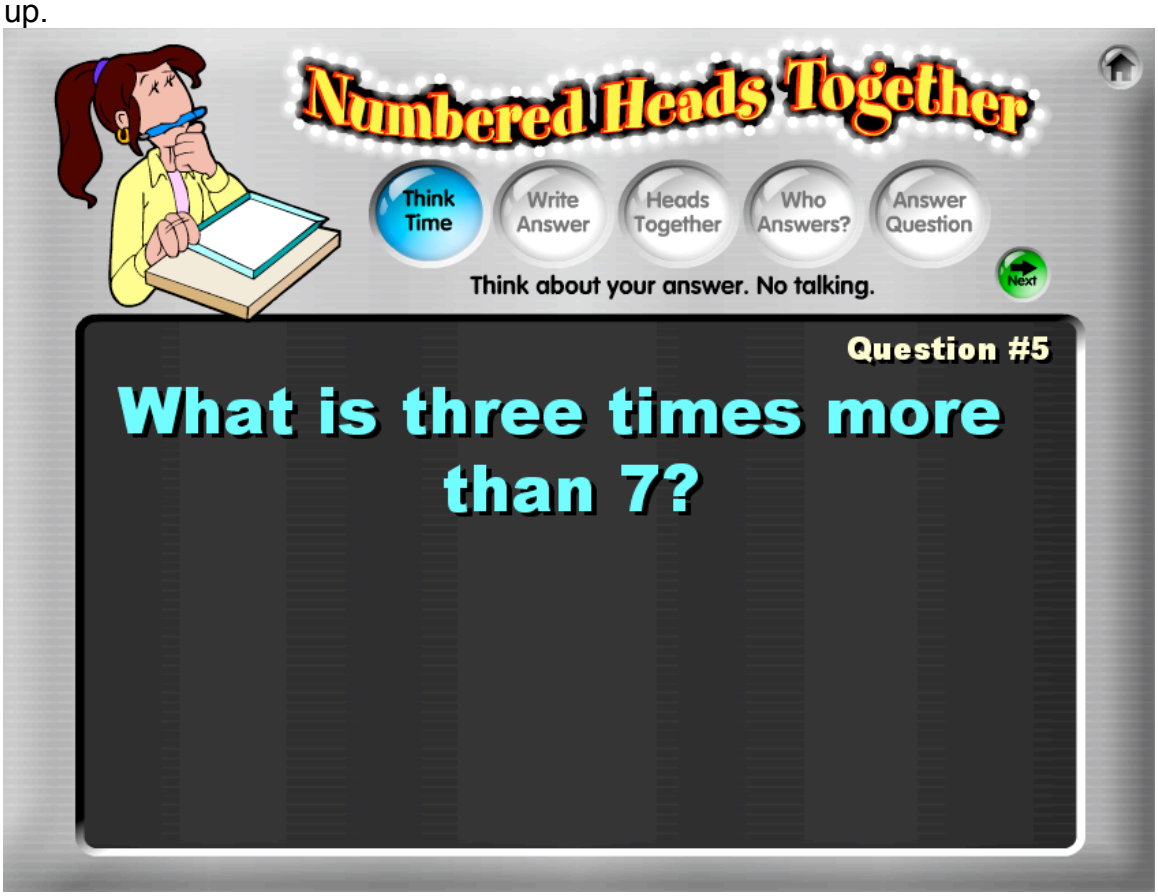
After you click Play, you will be taken to the Game screen. All available questions will be lit up. If there are 20 questions, all 20 lights will be lit up. If there are 10 questions, only 10 questions will be on.

Note: If you click the Main Menu button in the upper right corner at any time during play, you will abandon the current game and return to the Main Menu.

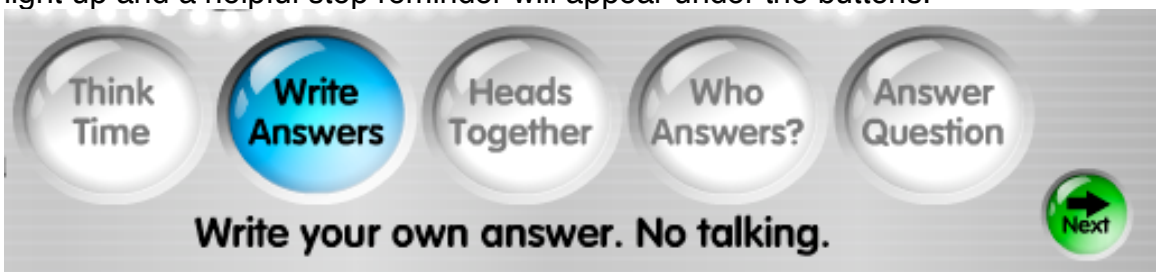


1. Click the green Next button to randomly select the first question.

The selected question will pop up and the first step button “Think Time” will light up.



2. Click the Next button to advance to the next step. The next step button will light up and a helpful step reminder will appear under the buttons.



Hint: You may skip forward or backwards to any step by clicking on the desired button.

3. On the “Who Answers?” step, a Student Selector spinner appears. Click the Spin button to spin the selector and select a student on each team to stand. There are four rings on the spinner, each corresponding to a different team size, so the spinner will select one student on teams of two to five students, even if students are on different size teams.

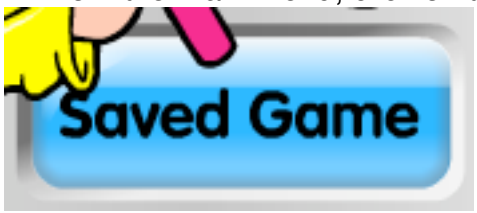
Game Over Options

After completing the final step of the last question, you will be taken to a Game Over screen. You have 4 options:

1) Click Play Again to play again using the same questions.
2) Click New Game to create a new game.
3) Click Saved Game to open a saved game.
4) Click the Main Menu button to return to the Main Menu.

To Delete a Saved Game

1. From the Main Menu, click on the Saved Game button.



2. Click the red Delete button on the right side of the game name to permanently delete the game.